

PARKS & RECREATION ASSISTANT DIRECTOR



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly qualified candidate to serve as an Assistant Director for the Austin Parks and Recreation Department. This Assistant Director will demonstrate effective leadership, strategic planning, and employee development, as well as be accountable for the functional areas of community recreation centers, senior centers, adaptive recreation, nature-based programming, forestry, outreach programming, athletics, cultural arts and museums management.

AUSTIN, TEXAS

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally vibrant cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019) , and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin is a player on the international scene with such events as SXSW, Austin City Limits, Urban Music Fest, Austin Film Festival, Formula 1 and home to companies such as Apple, Samsung, Dell, and Ascension Seton Health. From the home of state government and the University of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. The Austin City Council has a 10-1 council system with an at-large Mayor and Council Members that represent ten (10) single-member districts. The Mayor and Council Members serve in their respective seats for four years and cannot be elected to more than two consecutive terms. The City Council appoints the City Manager, who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner.

To learn more about the dynamic City of Austin, visit austintexas.gov.

STRATEGIC OUTCOMES AND INDICATORS

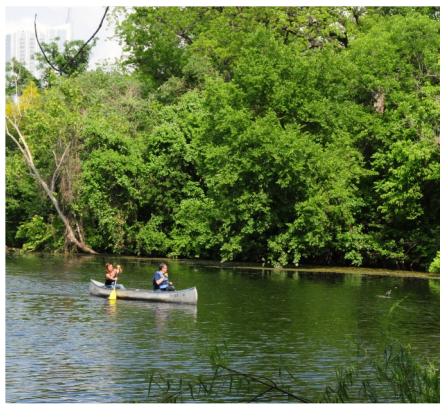
The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of Strategic Direction 2023, a guide to improving the quality of life and civic participation in the Austin Community over the next three to five years. The Assistant Director reports through the Department Director to an Assistant City Manager, who oversees the Health & Environment and Cultural & Lifelong Learning Strategic Outcomes. The Assistant Director will be responsible for supporting cross-departmental issues and involving external stakeholders as it relates to all six of the Strategic Outcomes.

For more information, visit austintexas.gov/service/view-citys-strategic-direction-plan

Health & Environment Strategic Outcome: Enjoying a sustainable environment and a healthy life, physically and mentally.

INDICATORS:

- A. Healthy conditions among individuals [absence of unhealthy conditions]
- B. Accessibility to quality health care services, both physical and mental
- C. Accessibility to quality parks, trails, and recreational opportunities
- D. Environmental quality
- E. Climate change and resilience
- F. Food security and nutrition



STRATEGIC OUTCOMES AND INDICATORS

Cultural & Lifelong Learning Strategic Outcome: Being enriched by Austin's unique civic, cultural, ethnic, and learning opportunities.

INDICATORS:

- A. Quality, accessibility, and diversity of civic and cultural venues, events, programs, and resources
- B. Vibrancy and sustainability of creative industry ecosystem
- C. Appreciation, respect, and welcoming of all people and cultures
- D. Honoring and preservation of historical and ethnic heritage
- E. Lifelong learning opportunities

THE PARKS AND RECREATION DEPARTMENT

Creating community is central to all that the Parks and Recreation Department does in public service. This sentiment is reflected in the Department's vision, which is to be an innovative leader in parks and recreation experiences, and mission, which is to inspire Austin to learn, play, protect and connect by creating diverse programs and experiences in sustainable natural spaces and public places.

The Department proudly operates an extensive park system that provides public access to leisure and recreational opportunities for thousands of community members and visitors daily. Our commitment to creating community is evidenced by our stewardship of over 20,000 acres of land, approximately 300 parks over 200 miles of trails, 45 aquatic facilities, 20 community recreation centers, 12 off-leash dog areas, 10 extreme sports facilities, 6 public golf courses, 5 cemeteries, 4 museums cultural arts centers, 3 nature centers, and 3 senior activity centers.

The Department works closely with the Parks and Recreation Board, an advisory board made up of 11 council-appointed members.

The purpose of the board is to advise the City Council and City Manager regarding the acquisition, development, improvement, equipment, programming and maintenance of all land and facilities managed by the Department. The Board is also responsible for promoting cooperation between the City and all private citizens, institutions, and agencies interested in or conducting recreation activities, so that all recreational resources within the City may be coordinated to secure the greatest general public welfare.

The total operating budget for the department is \$106.3M, with 747 full-time equivalent positions.



THE POSITION

The Assistant Director will serve under the direction of the Director of the Austin Parks and Recreation Department. Under nominal direction, this position oversees the daily operations and management of the Austin Parks and Recreation Department requiring knowledge of business planning, finance and budgeting, policy and program administration, and strategic management of human capital. Executes policies included in City ordinances, resolutions, administrative regulations, and State law.

PURPOSE

Administer and direct functions and programs of a multi-disciplinary municipal parks and recreation system and provide executive-level assistance and policy analysis to the Department Director. Plan, direct, and manage the service operations, budgets and personnel of multiple divisions; work is performed with considerable independence and latitude to allow professional judgment to be exercised in providing leadership and making decisions.

QUALIFICATIONS

The following are minimum qualifications required for the Assistant Director of Parks & Recreation:

- Bachelor's degree in Recreation and Parks Administration, Recreation and Resources Development, Public Administration or related field, plus five (5) years of progressively responsible upper management level experience in public parks or recreation programs or a related field.
- Masters degree may substitute for two (2) years of experience.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.





KEY COMPETENCIES

- **Achieves Results** – Has the ability to achieve organizational goals and objectives
- **Planning Priorities** – Recognizes, plans, focuses upon, and works toward what is most important or critical
- **Communicates Effectively** – Demonstrates the ability to convey and receive information and ideas in an open, clear and articulate way with respect to cultural differences and others' perspectives
- **Exercises Leadership** – Uses appropriate judgment to handle critical, problematic or a striking set of conditions with focus, ownership and accountability
- **Thinks Strategically** – Enables others to better understand and implement the vision and strategy, while being the aligned forward thinker; has the ability to formulate and communicate sound business strategy and implement it in a clear and consistent manner
- **Employee Development** – Recognizes strengths and areas for improvement in others and provides opportunities, guidance, and encouragement to build skills and capacity
- **Community Collaborator** – Has experience in collaborating and presenting to internal and external stakeholders on projects and programs that might include public outreach, council updates and program implementation

PREFERRED QUALIFICATIONS

Demonstrated experience related to a spectrum of direct recreation program delivery, including but not limited to program development, program execution, program evaluation, budget management, pricing strategies, program life cycles and equity.

Demonstrated experience related to best practices and standards related to the National Parks and Recreation Commission for Accreditation of Parks and Recreation Agencies and/or serving as an executive lead within an accredited agency.

COMPENSATION AND BENEFITS

Salary is commensurate based on qualifications. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan.

Visit austintexas.gov/department/active-employee-benefits to learn more about the City's employee benefits. Reasonable relocation benefits will be provided to the successful candidate.



APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by November 20, 2019. To apply, candidates must submit an application, a comprehensive resume, and cover letter online via the City of Austin jobs website at austincityjobs.org/postings/79640. Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Doron Silberstein, Human Resources Consultant at

512-974-3248 or doron.silberstein@austintexas.gov

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

